



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCE HEADQUARTERS
OFFICE OF THE ADJUTANT GENERAL - CALIFORNIA NATIONAL GUARD
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SACRAMENTO, CALIFORNIA 95826-9101

CAAG-PA

3 May 2005

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Unit Public Affairs Representative Course

1. The Unit Public Affairs Representative (UPAR) course is scheduled for June 4-5, 2005, at Camp San Luis Obispo, building 723. The course is limited to 50 seats. Because of vacancy limitations, each unit is limited to one candidate and UPARs with deploying units will receive preference for enrollment. Units should submit their candidate's name via email to Office of Public Affairs (916) 854-3304 or via email to gerome.sims@ca.ngb.army.mil prior to May 14th. Camp San Luis Obispo Billeting is unavailable; therefore candidates should contact the Quality Suites at San Luis Obispo, (805) 541-5001 and request a reservation under the block of rooms set aside for "UPAR," at the government rate prior to May 15, 2005. UPAR students must still stop by the Camp San Luis Obispo Billeting office for a "non-availability" statement to include with their travel vouchers. This year's course also includes a conference fee (\$30 reimbursable). Saturday night's workshop at the Camp San Luis Obispo Officer's Club is mandatory. The meal will be provided, therefore, candidates cannot claim this meal on their travel vouchers.

2. Based on past UPAR evaluations and current operational tempo, this year's course is expanded to 16 hours over two days. In addition each candidate will be hand-receipted a digital camera and memory card to capture images for the California National Guard's *Grizzly* magazine and website. The following criteria apply:

- a. Because of the limited vacancies units can only submit one candidate each;
- b. Priority will be given to units preparing for deployment;
- c. A qualified candidate should be someone who is familiar with your unit and has proved himself, or herself, and is dependable. You need someone you can rely on to work often independently and without a great deal of supervision;
- d. A qualified person should be able to communicate well...that is, they should be able to talk clearly and effectively to unit members, or reporters, if needed, although we're not suggesting the UPAR replace the commander as a spokesman for your unit.
- e. A candidate who is well organized.
- f. An appointee should have time, material, and support.
- g. A UPAR should have the rank of Specialist; and
- h. A candidate should own a computer and have a strong interest in computers, writing newsletters, photography and interpersonal relationships.

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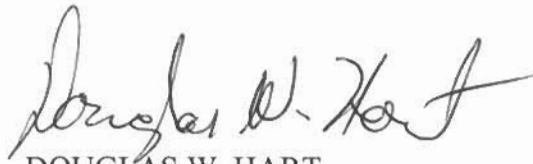
3. Attendance and Pay Status:

a. Army National Guard personnel will attend in a SUTA, Annual Training, or drill status. Their units are responsible for inputting request for orders for pay and travel;

b. Army candidates are authorized one day of ADSW in addition to their 2 days of IDT. Request for Orders should cite TDC PUPZ5UPAR-FY-05. Contact SFC Jonathon Crawford, (916) 854-3793, Jonathon.Crawford@ca.ngb.army.mil

c. Air National Guard personnel must contact their units to determine pay and travel status.

4. Commanders or candidates should direct their questions to LTC Stan Zezotarski at (916) 854-3781 or stanley.zezotarski@ca.ngb.army.mil



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Director of Public Affairs